



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #AOC0601N06 ADMINISTRATIVE OFFICER

Opening Date: 06/07/06

Closing Date: 06/21/06

A Vacancy Exists

Recruiting For: Office of the Public Guardian, Administrative Office of the Courts

Salary: \$31,384 - \$39,230 (Minimum - Midpoint) Pay Grade 11*

Location: City of Wilmington (**Please check this city on your application**). Administrative Office of the Courts, 500 N. King Street, Suite 11600, Wilmington, DE 19801 SLC N210B

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This class provides administrative support to professional and technical personnel in a unit, section, or division. The areas of responsibility include but are not limited to budget preparation and tracking, procurement, fiscal monitoring/accounting, and support services. This position requires state-wide travel.

Nature and Scope: The incumbents in this class function with general supervision from an administrative or technical superior. An incumbent is responsible for carrying out the day-to-day fiscal control and document processing, personnel, payroll, inventory, purchasing of supplies and equipment, and related support functions.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must have education, training, and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

- Bachelor's degree in a business discipline which includes accounting, business administration, economics, finance, business management and computer information systems; OR
- 1. Knowledge and experience utilizing the methods and techniques used in assembling, analyzing, and interpreting financial and accounting data, and the preparation of financial reports.
- 2. Knowledge and experience working with the principles and practices of budget preparation, analysis, or administration.
- 3. Knowledge and experience working with standard computer software programs for word processing, databases, or spreadsheets.

4. Knowledge of the principles and practices of office management.
5. Knowledge and experience in report writing and document preparation methods.

Special Requirement: ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.
- A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).
- Paper applications can be submitted to one of the following locations:

ADMINISTRATIVE OFFICE OF THE COURTS, 500 N. King Street, Suite 11600, Wilmington, DE 19801, SLC N210B Phone: (302) 255-0090
www.judicial.state.de.us

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes, or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer